



**HEADQUARTERS
COMBINED JOINT TASK FORCE SEVEN
BAGHDAD, IRAQ
APO AE 09302-1400**

Policy Memorandum #11

CJTF7-CG

20 February 2004

MEMORANDUM FOR SEE DISTRIBUTION


SUBJECT: Rest and Recuperation Leave Policy

1. The purpose of the Rest and Recreation (R&R) Leave Program is to give soldiers an opportunity to take 15 days of leave outside of a combat zone. The R&R Leave Program is a chargeable leave program that applies to service members and Department of Defense civilians who will be deployed in the CENTCOM area of responsibility (AOR) for 365 days or more in order to sustain individual and organizational readiness.

2. Eligibility for leave begins after serving three months in the AOR and ends at the end of the tenth month in theater. Each MSC will receive leave allocations based upon unit strength. This is a commander's program and commanders will determine the priority for those who will be allowed to participate. Personnel are authorized to take only one R&R Leave during each 12-month tour.

3. I expect commanders to establish participation criteria based on common sense, fairness and operational readiness. In general, the criteria should be based on length of time deployed, with emphasis on allowing those projected to be in theater for the longest period to have the first opportunity to take leave. Participation criteria may also include considerations such as significant family or personal situations that require the service member's presence. Explain the criteria for participation to your unit and enforce those criteria. Participation in the other pass programs does not negate participation in the R&R Leave Program. Service members are eligible for all programs and participating in one does not preclude participation in the other.

4. R&R Leave is another tool for commanders to use to improve the morale and readiness of their unit. This is a highly visible program which will be closely monitored by all eligible participants. Your criteria for participation and execution of the program must be able to withstand the closest of scrutiny from many levels. My staff is available to provide any assistance you may need in establishing or executing the program.


RICARDO S. SANCHEZ
Lieutenant General, USA
Commanding

DISTRIBUTION:

A